



# **The Superior Court of California, County of Glenn is accepting applications for**

## **Court Clerk I-II-III 11-16**

Hourly Rate: \$15.20 to \$22.55 (depending on experience)

**Application forms may be obtained from and are to be returned to:**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN, ADMINISTRATION  
526 W. SYCAMORE STREET, ROOM 102  
WILLOWS CA 95988**

TELEPHONE (530) 934-6382 FAX (530) 934-6406  
[www.glenncourt.ca.gov](http://www.glenncourt.ca.gov)

**To Apply:** Applicants are required to submit the following items to the Court no later than  
**5:00 PM, Monday, November 14, 2016**

1. A thoroughly completed and signed Glenn Superior Court application
2. A résumé (résumés in lieu of the application form will not be accepted)
3. Responses to the supplemental questions (on page three of this announcement)
4. A keyboarding certificate documenting a corrected rate of 40 words per minute for a 5 minute test  
Certificates can be obtained from any employment agency (for a fee) or free of charge through the Chico Employment Center, 2445 Carmichael Drive, Chico, CA 530-895-4364.

### **Example of Typical Duties:**

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|-----------------|--|
| Court Clerk I   | Under close supervision, incumbents are trained to process applicable legal forms and documents; collect, distribute, and balance fees and deposits of funds, and learn the necessary and appropriate legal terminology and procedures in support of one of the assigned major divisions of the court (finance/collections, criminal/traffic, civil/family law/juvenile). Incumbents perform a wide variety of moderately difficult clerical work requiring the ability to choose from a limited number of alternatives in solving routine problems in a training/entry-level capacity. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at the entry level as they rotate through and demonstrate proficiency in all other positions within the assigned division. |
| Court Clerk II  | Performs a wide range of case processing duties and may be assigned to perform regular courtroom duties. Incumbents perform difficult clerical work in support of one or more operational functions, requiring the application of policies and procedures and the use of legal rules and codes. They may assist the public who are experiencing stressful situations referring them to sources of information such as policies, procedures, rules and codes. Incumbents are assigned specific areas of responsibility and provide input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service.   |
| Court Clerk III | In addition to the duties for the Court Clerk I-II, this level performs in support of several operational functions, advanced case processing and/or courtroom support duties of a specialized and complex nature and may provide training to subordinate staff. Incumbents must demonstrate the ability to work independent of daily supervision. Incumbents are also expected to serve as role models, modeling the mission and values of the court; perform work requiring superior problem solving skills; use significant independent judgment in the interpretation and application of rules, procedures, and policies; and provide significant input to the unit on how their work processes can be improved to enhance efficiency, accuracy, and customer service.                                     |

**Knowledge, Skills, and Abilities:**

Knowledge of the design and maintenance of filing and information retrieval systems; the operation of standard office equipment and personal computers including standard software applications; basic filing and financial record keeping systems; correct punctuation, grammar, and spelling; and basic accounting practices.

Ability to interpret, explain and apply a variety of policies, rules, procedures, and regulations; read and understand statutes and instructions related to court proceedings; provide assistance and deal with concerns from the public, and other agencies; make mathematical calculations necessary to carry out assigned functions; establish and maintain cooperative working relationships with others; learn to use a personal computer and software, including word processing, database, and other job-related applications and systems; learn court policies, procedures, documents and terminology affecting assigned functions and follow instructions; maintain confidential information and use sound judgment in performing duties; handle high levels of pressure satisfactorily and be congenial with other employees, court professionals and the public; and keyboard at a tested rate of 40 net words per minute for a five minute test.

**Minimum Qualifications:**

- Court Clerk I** A high school diploma or its equivalent; one year of full-time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field **or** a combination of education and work experience that provides the level of knowledge required of incumbents of this classification level and the ability to keyboard at 40 net words per minute
- Court Clerk II** One year of full time experience in the classification of Court Clerk I in Glenn County Superior Court **or** three years of full-time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field and the ability to keyboard at 40 net words per minute.
- Court Clerk III** Two years of full time experience in the classification of Court Clerk II in Glenn County Superior Court **or** four years of full time, paid or volunteer clerical experience involving public contact, legal clerical or a closely related field and the ability to keyboard at 40 net words per minute.

**Selection Procedure**

Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the job applicant meets the minimum requirements *may* be referred to a screening committee. Candidates with the most directly related experience, education, and training *may* be invited to a written, performance and/or oral exam. Investigation of employment history and references *may* be conducted prior to offer of employment. The information provided in this job announcement is general in nature and does not constitute an expressed or implied contract.

**Salary and Benefits**

- Salary:** The range consists of five steps with approximately a five percent difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.
- Holidays:** 13 paid scheduled plus one floating holiday per year.
- Insurance:** The Court makes available to employees and their dependents a health, dental and a vision program. The Court provides a group term life and short-term disability insurance.
- Sick Leave:** 12 days per year; unlimited maximum accrual.
- Vacation:** 0 – 2 full years, 11 days; 3 – 11 full years, 16 days; 11– 19 full years, 21 days; after 19 full years, 26 days.
- Retirement:** Regular full-time and part-time employees participate in the Public Employees Retirement System with a benefit amount as determined by the California Public Employee Retirement System's regulations and Social Security.
- Deferred Compensation:** A tax deferred long-term savings plan is available on a voluntary basis.

**Recruitment Process**

Submit a completed Court application, responses to the supplemental questions and other documents as requested in the *TO APPLY* section at the top of this announcement, by the date and time indicated. The Court has a policy prohibiting discrimination against qualified disabled individuals. Applicants requesting an accommodation in the examination/interview process are asked to contact the Court Administration Office at least five (5) working days before a scheduled examination and/or interview.

**Pre-Employment Policies**

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment medical review/examination, and alcohol and drug screening, background and reference check; satisfactory driving record and proof of automobile insurance (if applicable to the job), and other requirements of the position (licensing, certification, etc.).

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, genealogy, political affiliation, race, religion, sex or other non-merit factors (except as limited by law).

## **Court Clerk I-II-III Supplemental Questions**

This supplemental application, the regular Court application and other required documents will be the basis for a competitive evaluation of qualifications. A résumé will **not** substitute for the responses to this application.

On a separate sheet(s) of paper, please type or print your responses to the items listed below. Be concise and specific. **Please print your name, sign and date EACH page.**

1. The successful candidate in this position will be:
  - A. Dependable
  - B. Organized
  - C. Have exceptional customer service skills
  - D. Able to multi task and keep up with a heavy workload

For each of the items A-D above, explain in DETAIL and demonstrate how you have been successful and excelled in these areas in your current or prior positions.

2. This position does not require prior legal experience. Please explain why you are interested in working for the Court and how your interests and past experience will make you the best candidate for this position.